

Regular Meeting

June 24, 2002
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, June 24, 2002, at 12:30 p.m. with Priscilla Tyson and Grady Pettigrew present.

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RE: *Review and approval of the May 20, 2002, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review and approval of the May 28, 2002, Special Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review and approval of the June 4, 2002, Special Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal:
Theresa Conway vs. Columbus Public Schools, Appeal No. 02-BA-0005, Trial Board
scheduled for August 12, 2002.*

This item was deferred.

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RE: *Rule Revisions*

No Rule revisions were submitted this month.

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RE: *Miscellaneous Requests*

No miscellaneous requests were submitted this month.

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RE: *Review of the findings and recommendation of the Trial Board for a hearing held April 15, 2002, and continued on April 24, 2002: Bruce Cannon vs. Columbus Public Schools, Appeal No. 02-BA-0002.*

The Commissioners adopted the recommendation of the Trial Board that the discharge of Mr. Cannon from the position of Intervention Aide be modified to a ten (10) day suspension.

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RE: *Columbus Public Schools Classification Actions*

Columbus Public Schools did not submit any classification actions this month.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Power Line Troubleshooter with no revisions (Class Code 3576).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to approve the specification review for Power Line Troubleshooter with no revisions. This classification was last presented to the Commission in November of 1998 when a hiring moratorium was imposed. There are currently two incumbents serving in positions allocated to this classification, neither of which has been appointed since the moratorium was approved. However, in response to the Commission's objective to review or revise all classifications at least every five years, it was recommended that this classification be reviewed.

Based on input from the department representative, who indicated that no changes were needed at this time, it was requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Street Maintenance Investigator (Class Code 1002).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to revise the specification for the classification Street Maintenance Investigator. There are currently five positions allocated to this classification, which was last revised in May of 1998. Four of the positions are in the Transportation Division of the Public Service Department and one position is in the Water Division, Public Utilities Department.

No revisions to the definition were recommended at this time. The current minimum qualifications require one year of supervisory experience even though none of the five positions assigned to this classification are responsible for the supervision of employees. It was therefore requested that the minimum qualifications be revised to allow one year of lead worker experience to qualify in lieu of the supervisory experience. No revisions to the examples of work, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Traffic Maintenance Assistant Manager (Class Code 4028).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to place a hiring moratorium on the Traffic Maintenance Assistant Manager classification. Due to the recent retirement of the only incumbent in a position allocated to this classification the Department decided to review its current operations and reporting structure. The Traffic Maintenance Assistant Manager has a dual responsibility - serving as the second level supervisor over the traffic line and signal units and for assisting in the overall management of the traffic maintenance section. The responsibilities assigned to this classification are to be assumed by two different classes - one being proposed for creation and the other an existing classification. If it is determined that the proposed structure works well, Traffic Maintenance Assistant Manager would be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Line Worker Supervisor, retitle it to read Traffic Line Supervisor I, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 4026).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented this request as part of the Commission's efforts to review and update, if necessary, every specification every five years. This specification was last reviewed in September of 1997 and there are currently seven incumbents serving in this classification in the Transportation Division, Department of Public Service.

The retitling was proposed to show class progression within the series (a subsequent request will be proposed for the creation of a Traffic Line Supervisor II). It was recommended that the definition be revised to more clearly state that positions allocated to this classification function as working supervisors. The examples of work section was revised to include both supervisory duties and work participation duties reflective of the current positions. The minimum qualifications require completion of the twelfth school grade and two years of experience in electrical or electronic traffic control maintenance work. This would allow Traffic Line Workers with two years of experience to qualify to compete for this classification. No revisions to the knowledge, skills and abilities or examination type were recommended. It was recommended that the probationary period be increased to 360 days to be consistent with other supervisory classifications as well as the associated learning time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Traffic Line Supervisor II, assign a probationary period of 365 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented a request from the Director of the Public Service Department to create the classification Traffic Line Supervisor II. The work to be assigned to this classification was previously performed by the Traffic Maintenance Assistant Manager who doubled as a second level supervisor for the traffic line and signal unit and for serving as the assistant manager. With the retirement of the current Traffic Maintenance Assistant Manager, the Director requested that a separate classification be created with the singular purpose of directing the work of the traffic line and signal unit. It is likely the Traffic Maintenance Assistant Manager classification will be abolished after the incumbent's retirement. The proposed new structure would have a worker level class, a working supervisor responsible for a single crew of three to four employees and a second level supervisor responsible for multiple crews.

The definition was written to indicate responsibility for supervising multiple crews engaged in the installation and maintenance of traffic lines and signals. The examples of work section was developed to represent the work performed by this classification. The minimum requirements would be completion of the twelfth school grade and two years of experience supervising employees engaged in electrical or electronic traffic control maintenance. The proposed knowledge, skills and abilities were developed to encompass the knowledge and skills necessary for successful performance on the job. It was recommended that the probationary period be assigned 365 days, which is consistent with other supervisory classes. It was also recommended that the examination type be designated as competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE; *Request of the Civil Service Commission staff to create the specification for the classification Assistant Chief Building Official, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented a request from the Development Department to create an Assistant Chief Building Official to be allocated to the Building Services Division. This Division is comprised of approximately 145 full-time positions responsible for the development, interpretation, application or enforcement of zoning and building codes. The divisional structure includes a Chief Building Official and Chief Zoning Official who report directly to the division administrator. The Chief Building Official is responsible for managing over 100 employees engaged in the review of residential or commercial building plans, inspection of all structures and the issuance of building permits and contractor licenses. This proposed Assistant Chief Building Official would be responsible for assisting the Chief Building Official in the overall administration of a certified building department and the enforcement of the City of Columbus and State of Ohio Building Codes. The addition of this Assistant classification (which would report to the Chief Building Official) would allow the Chief Building Official more time to be involved in the complicated interpretation and resolution of issues and matters arising from the building codes.

By definition, the Assistant Chief Building Official would be responsible for assisting in the overall administration of a certified building department and the enforcement of the City of Columbus and State of Ohio Building Codes. The examples of work section was developed to illustrate the type of work to be performed by this classification. The minimum qualifications require certification as a Building Official and Plans Examiner along with registration as a professional architect or engineer and possession of a bachelor's degree in engineering or architecture. The proposed experience requirement includes five years of experience working for a certified building department, three years of which is in building or

construction management. The knowledge, skills and abilities were developed to include knowledges, skills and abilities required for successful performance of the job. It was recommended that the probationary period be assigned 365 days, which is consistent with the earning time associate for this job and comparable classes. It was also recommended that the examination type be designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Plans Examiner III, retitle it to read Building Plans Examination Supervisor and amend Rule XI accordingly (Class Code 1117).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented this request when, as a result of the creation of an Assistant Chief Building Official, it became apparent that a revision and retitling to Building Plans Examiner III would also be necessary. There is one position allocated to this classification, which was just revised in December of 2001. However, when creating the Assistant Chief Building Official, the classifications within this same section and chain of command were also reviewed to ensure consistency and compatibility within the division's structure. From this review, it was recommended that Building Plans Examiner III be retitled and the minimum qualifications be revised to better align with the division hierarchy and classification progression.

By definition, the Building Plans Examiner III is responsible for the day-to-day operations and direct supervision of staff engaged in commercial and residential plans review. For this reason it was recommended that Building Plans Examiner III be retitled to Building Plans Examiner Supervisor to reflect the supervisory responsibility. The only proposed revision to the examples of work was to reference the proposed Assistant Chief Building Official classification in addition to the Chief Building Official. The proposed revision to the minimum qualifications would require registration as a professional architect or engineer and possession of a bachelor's degree in architecture or engineering. The education and certification proposal is a consistent requirement in the building plans examination class series. It was further requested that the experience requirement be increased to three years from two years. No revisions to the knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise and retitle the specification for the classification Watershed Ranger I to read Water Protection Specialist I and amend Rule XI accordingly (Class Code 1871).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented this request from the Director of the Public Utilities Department in order to reflect a renewed focus on source water protection and conservation initiatives. This classification was last revised in May 2001 and there are nine incumbents serving in this classification in the Division of Water.

While monitoring and securing watershed properties and ensuring the lawful and authorized use by citizens of the City's reservoirs continue to be important parts of the Watershed Ranger class series, a renewed emphasis is being placed on water conservation and anti-pollution initiatives. Given this renewed focus, it was recommended that the class be retitled to Water Protection Specialist I to reflect the source water protection activities to be performed. The definition was recommended for revision to identify this classification as responsible for performing source water protection activities and monitoring/securing City watershed properties. The examples of work section was revised slightly to include some additional responsibilities pertaining to water protection activities. The only proposed revision to the minimum qualifications was to add experience securing "park facilities" since this same language is used in higher-level classes in the same watershed series. The only revisions to the knowledge, skills and abilities section was to include knowledge of the principles of water quality management and add an ability statement for working in adverse weather conditions. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise and retitle the specification for the classification Watershed Ranger II to read Water Protection Specialist II and amend Rule XI accordingly (Class Code 1872).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented this request from the Director of the Public Utilities Department in order to reflect a renewed focus on source water protection and conservation initiatives. This classification was last revised in May 1997 and there are three incumbents serving in this classification in the Division of Water.

While monitoring and securing watershed properties and ensuring the lawful and authorized use by citizens of the City's reservoirs continue to be important parts of the Watershed Ranger class series, a renewed emphasis is being placed on water conservation and anti-pollution initiatives. Given this renewed focus, it was recommended that the class be retitled to Water Protection Specialist II. The definition was recommended for revision to identify this classification as a lead worker rather than a supervisor as currently stated. It is anticipated that there will be a lead worker assigned to each of three shifts. The examples of work section was revised to include additional responsibilities pertaining to source water protection activities and to describe the role of this classification as a lead worker. The only proposed revision to the minimum qualifications was to indicate source water protection activities as the type of qualifying experience. Revisions to the knowledge, skills and abilities included the removal of the knowledge pertaining to supervision and personnel administration and the addition of knowledge of the principles of water quality management and the ability to work in adverse weather conditions. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise and retitle the specification for the classification Watershed Operations Manager to read Water Protection Coordinator and amend Rule XI accordingly (Class Code 1873).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented this request from the Director of the Public Utilities Department in order to reflect a renewed focus on source water protection and conservation initiatives. This classification was last revised in May 2001 and there is one incumbent serving in this classification in the Division of Water.

While monitoring and securing watershed properties and ensuring the lawful and authorized use by citizens of the City's reservoirs continue to be important parts of the Watershed Ranger class series, a renewed emphasis is being placed on water conservation and anti-pollution initiatives. Given this renewed focus, and the fact that the classification was recommended for expansion to include program or project management activities, it was recommended that the class be retitled to Water Protection Coordinator. The definition was recommended for revision to identify this classification as either a supervisor of water protection staff or manager of water protection programs. The examples of work section was revised to include additional responsibilities pertaining to source water protection activities. The minimum qualifications were revised to read "possession of a bachelor's degree and two (2) years of experience leading employees in performing source water protection activities or managing a natural resources or conservation related project or program. The knowledge, skills and abilities were revised to include a thorough knowledge of natural resources preservation and water quality management and general knowledge of preventative and corrective maintenance used in automotive and marine applications. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the specification for the classification Storekeeper I (Class Code 1328) into Storekeeper II (Class Code 1329), revise and retitle it to read Storekeeper, amend Rule XI accordingly and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 1329).*

PRESENT: Jennifer E. Hutchinson, Personnel Analyst II

Jennifer Hutchinson presented the review of these classifications as part of the Commission's effort to update all classifications at least every five years. Both classifications were last updated in October of 1992. There are currently two incumbents in the Storekeeper I classification and fourteen incumbents in the Storekeeper II classification. Both classifications are use in various departments and divisions throughout the city of Columbus.

A job analysis of both classifications uncovered a significant number of similarities and overlapping duties; therefore it was requested to merge Storekeeper I into Storekeeper II. It was recommended that the definition be expanded to better reflect the essence of the new merged classification. Revisions to the examples of work were requested to better clarify the duties performed by job incumbents. It was recommended that minimum qualifications require six months experience in materials handling, which includes stocking shelves or sorting items into categories. Revisions to the knowledge, skills and abilities were recommended to better encompass the skills needed by the two classifications being merged. It was recommended that the probationary period remain at 180 days and that the examination type continue to be designated as competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Storekeeper III, retitle it to read Senior Storekeeper, and amend Rule XI accordingly (Class Code 1330).*

PRESENT: Jennifer E. Hutchinson, Personnel Analyst II

Jennifer Hutchinson presented this request as a result of the Commission's effort to update all classifications at least every five years. This specification was last reviewed in October of 1992. The retitling of this classification results from the merge of Storekeeper I into Storekeeper II, creating just two levels within the Storekeeper series. There are currently ten incumbents in the Storekeeper III classification, which is used in various departments and divisions throughout the City of Columbus.

Revisions to the definition were recommended to better reflect the essence of the classification. Revisions to the examples of work were requested to better encompass the duties performed by job incumbents. It was recommended that the minimum qualifications be revised to include computer experience. Additions to the knowledge, skills and abilities were requested to better encompass the skills needed by the incumbents in the Storekeeper III classification. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Property Clerk (Class Code 1345).*

PRESENT: Jennifer E. Hutchinson, Personnel Analyst II

Jennifer E. Hutchinson presented this request as a result of the review of the Storekeeper series. This classification was last updated in August of 2000. There are currently 12 incumbents in the Police Property Clerk classification, which is used exclusively in the Department of Public Safety, Division of Police.

No revisions were proposed to the definition or the examples of work. The results of a detailed job analysis showed significant similarities between Police Property Clerk and Storekeeper I. It was therefore recommended that the same minimum qualifications be adapted for Police Property Clerk as are currently assigned to Storekeeper I. The minimum qualifications were revised to read: Six months experience in materials handling, which includes stocking shelves or sorting items into categories. No revisions to the knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the classification of Custodial Training Instructor (Class Code 3532).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to place a hiring moratorium on the Custodial Training Instructor classification. The review of Custodial Training Instructor is in response to the Commission's objective to review all classifications every five years. This classification was last reviewed in November of 1997. There is currently one position allocated to this classification. In conversations with representatives from the Department of Public Service, Facilities Management Division, the Department advised it has no intention of allocating more positions and specifically requested that a moratorium be placed on this classification to prevent future appointments. The proposed hiring moratorium would have no impact on the current incumbent.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Facilities Operations Manager (Class Code 0296).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Facilities Operations Manager as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in May of 1997. There is currently one incumbent in this classification assigned to the Department of Public Service, Division of Facilities Management.

The current definition accurately defines the classification so there were no proposed revisions to the definition. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Facilities Operations Manager. No substantive changes were recommended to the minimum qualifications but revisions were made to improve readability and clarity. The knowledge, skills and abilities were revised to more accurately define the level of skill necessary for performance of the tasks and to eliminate superfluous verbiage. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Street Light Engineering Coordinator (Class Code 1135).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Street Light Engineering Coordinator as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in February of 1997. There is currently one incumbent in this classification assigned to the Department of Public Service, Division of Facilities Management.

The current definition accurately defines the classification so there were no proposed revisions to the definition. Revisions to the examples of work were recommended to more accurately reflect the

specific duties of the Street Light Engineering Coordinator. No revisions were recommended to the minimum qualifications. The knowledge, skills and abilities were revised to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Electricity Distribution Manager (Class Code 3582).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Electricity Distribution Manager as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in December of 1997. There is currently one incumbent in this classification assigned to the Department of Public Service, Division of Electricity.

A revision to the definition was recommended to reflect the level of supervision necessary for performance of the job duties. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Electricity Distribution Manager. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Nutrition Assistant (Class Code 1480).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Nutrition Assistant as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in November of 1997. There are currently twelve incumbents in this classification.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Nutrition Assistant. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Dietitian (Class Code 1482).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Dietitian as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in December of 1999. There are currently twenty-three incumbents in this classification.

It was recommended that the definition be revised to reflect the level of supervision necessary for performance of the job duties. The examples of work were recommended for revision to more accurately reflect the specific duties of the Dietitian. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Dietetic Technician (Class Code 1486).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Dietetic Technician as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in December of 1999. There are currently thirteen incumbents in this classification.

It was recommended that the definition be revised to reflect the level of supervision necessary for performance of the job duties. The examples of work were recommended for revision to more accurately reflect the specific duties of the Dietetic Technician. A revision to the minimum qualifications was recommended to facilitate the hiring process; a Dietetic Technician cannot be registered with the American Dietetic Association without first having met the minimum educational requirements. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Dietitian Supervisor, change the probationary period to 365 days, and amend Rule XI accordingly (Class Code 1484).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request as part of the Commission's objective to review all classifications every five years. This classification was last reviewed in December of 1997. There are currently three incumbents in this classification assigned to the Health Department.

The definition was revised to reflect the level of supervision necessary for performance of the job duties. The examples of work were recommended for revisions to more accurately reflect the specific duties of the Dietitian Supervisor. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks.

It was further recommended that the probationary period be increased to 365 days to provide opportunity for management to assess an incumbent's skill and ability to perform the range of supervisory responsibilities, many of which may occur only once a year. Within the City's class plan, a 365-day probationary period is typical for supervisory classifications. No revision to the examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Automotive Parts Keeper (Class Code 1350).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Automotive Parts Keeper as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in May of 1997. There are currently eight incumbents assigned to the Departments of Public Service and two incumbents assigned to the Department of Public Utilities.

The definition was recommended for revision to reflect the level of supervision necessary for performance of the job duties. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Automotive Parts Keeper. It was recommended that a revision to minimum qualifications be approved to allow applicants with experience in related fields to qualify. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Community Dental Program Manager (Class Code 0254).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Community Dental Program Manager as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in March of 1997. There is currently one incumbent assigned to this classification assigned to the Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Community Dental Program Manager. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks and to eliminate those abilities that are not necessary. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Dentist (Class Code 1596).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Dentist as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1963 and last reviewed in October of 1999. There is currently one incumbent assigned to this classification assigned to the Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Dentist. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Dental Assistant (Class Code 1578).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Dental Assistant as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1963 and last reviewed in March of 1997. There are currently five incumbents assigned to this classification in the Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Dental Assistant. It was recommended that certification as a Dental Assistant by the Dental Assisting National Board be added as an accepted means of demonstrating proficiency in the tasks necessary for performance of this classification. The Ohio State Dental Board accepts this certification. The Dental Assisting National Board has several educational pathways for attainment of dental assistant certification, which do not all require completion of the twelfth school grade. It was therefore recommended that the requirement for completion of the twelfth grade be removed and the acceptance of certification as a Dental Assistant by the Dental Assisting National Board be added. Revisions to the knowledge, skills and abilities were recommended to

more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Risk Manager, retitle it to read Employee Benefits and Risk Manager, and amend Rule XI accordingly (Class Code 0276).*

PRESENT: Jeanne M. Gallagher, Personnel Analyst I

Jeanne allagher presented this request as part of the Commission's ongoing effort to update all specifications at least every five years. Risk Manager was last reviewed in November of 1997. There is one position allocated to the Department of Human Resources and is in the process of being filled at this time.

It was recommended that Risk Manager be retitled to Employee Benefits and Risk Manager to more accurately define the dual function of this position. The definition was recommended for revision in order to reflect the complete range of responsibilities of the position. Revisions to the examples of work were recommended to better clarify the work activities of this classification. The minimum qualifications were revised to require five instead of three years of experience in the administration of employee benefits, liability insurance, public finance or employee safety and health programs. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks and to eliminate superfluous verbiage. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions*

No personnel actions were submitted this month.

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RE: *BACKGROUND ADMINISTRATIVE REVIEWS*

Background Administrative Reviews

June 13, 2002

Chris M. Morgan	Police Officer	02-BR-040
Stephanie K. Foster	Police Communication Technician	02-BR-041
Geneva S. Owensby	Police Officer	02-BR-042

After reviewing Chris Morgan's file, the Commissioners decided his name would be reinstated to the Police Officer eligible list. After reviewing Geneva S. Owensby's file, the Commissioners decided her name would not be reinstated to the Police Officer's eligible list. After reviewing Stephanie K. Foster's file, the Commissioners decided her name would not be reinstated to the Police Communication Technician's eligible list.

Police Officer Applicants
Removed During the Prescreening Process

James Hurtt	Employment (C.3)
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The Commissioners reviewed the file of one police officer applicant for an administrative review of the decision of the Executive Director to reject his application due to a violation of the background standards for police officers during the pre-screening process.

After reviewing James Hurtt's file, the Commissioners decided that his application would not be accepted and he would not be permitted to take the police officer examination.

Firefighter Applicants
Removed During the Prescreening Process

Christopher Baesman	Traffic (E.3)
Jonathan Bagwell	Traffic (E.5)
Tom Bakle	Substance Abuse (H.1/H.2)
Emmanuel Bonds	Traffic (E.5)
William Compton	Traffic (E.5)
Leigh Cordle	Substance Abuse (H.2)
Michael Conaway	Employment (C.3)
Aaron Couch, Jr.	Family History (B.1)
Kirk Duffer	Criminal Activity (G.4)
Eric Frazier	Traffic (E.5)
Michael Graham	Family History (B.1) & Criminal Activity (G.4)
DeErik Green	Traffic (E.3)
Robert Herrel	Substance Abuse (H.2)
Robert Holmes III	Traffic (E.5)
Dwayne Hunter	Traffic (E.5)
Nuanna Kannard-William	Substance Abuse (H.2)
Daniel Kay	Traffic (E.2)
Brent Louryk	Substance Abuse (H.2)
James Mason	Traffic (E.2)
Sirron Matthews	Traffic (E.5)
Robert Miller	Traffic (E.5)
Michael Mogan	Traffic (E.5)
Frank Ptacin	Employment (C.3)
David Rispress	Traffic (E.2)
Ryan Thornton	Substance Abuse (H.2)
James Tolliver	Traffic (E.5)
Megan Trenor	Substance Abuse (H.1/H.2)
Shawn Walker	Traffic (E.5)
Brian Williams	Substance Use (H.2)

The Commissioners reviewed the files of twenty-nine (29) firefighter applicants for an administrative review of the decision of the Executive Director to reject their applications due to violations of the background standards for firefighters during the pre-screening process.

After reviewing the files of Christopher Baesman, Jonathan Bagwell, Tom Bakle, Leigh Cordle, Aaron Couch, Jr., Eric Frazier, Michael Graham, DeErik Green, Robert Holmes III, Dwayne Hunter, Nuanna Kannard-William, Daniel Kay, Brent Louryk, James Mason, Sirron Matthews, Michael Mogan, Ryan Thornton, Megan Trenor, and Brian Williams, the Commissioners decided that their applications would not be accepted and they would not be permitted to take the firefighter examination.

After reviewing the files of Emmanuel Bonds, William Compton, Michael Conaway, Kirk Duffer, Robert Herrel, Robert Miller, Frank Ptacin, David Rispress, James Tolliver and Shawn Walker, the Commissioners decided their applications would be accepted and they would be permitted to take the firefighter examination.

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RE: *Decision on hearing on the merits of the appeal of Sureeta D. Harris from the action of the Department of Public Safety, Division of Police, suspending her for 120 hours from the position of Police Officer – Case No. 01-CA-0024.*

This item was deferred.

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The Commissioners adjourned their regular meeting at 2:45 p.m.

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Priscilla R. Tyson, Commission President

August 26, 2002
Date